

Clerical and Office Group  
General Clerical Series

**METER READER**  
06/94

### *Summary*

Under general supervision, reads residential and commercial water meters and records readings.

### *Typical Duties*

Reads water meters on an assigned route. Involves: Traversing an assigned, established route to take and enter meter readings into hand-held automated recording device; comparing current and previous month's readings for discrepancies; checking meters and connections for defects, damage or tampering; advising supervisor of meters requiring attention; preparing daily activity reports and keeping records of meters.

Participate in routine customer service work and other duties as assigned. Involves: answering customer's inquiries and routine complaints or referring customers to proper authority; operating a motor vehicle to transport others to and from established routes, as assigned, if licensed.

### *Minimum Qualifications*

Training and Experience: Graduation from high school or equivalent and two years of general work experience; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Good Knowledge of: customer relations practices and techniques. Some knowledge of: local geography and street locations.

Ability to: follow oral and written instructions; read digital meters and make simple arithmetic calculations quickly and accurately; establish and maintain effective working relationships with fellow employees, customer, and general public; prepare simple reports; safely operate a motor vehicle, if assigned.

Physical Requirements: Required to: walk, bend, stoop and squat continuously throughout the workday: lift steel plate meter covers; work outdoors in all kinds of weather.

Special Requirements: Work evenings, weekends, holidays and mandatory overtime, as required.

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Director of Personnel

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Department Head